



ON THE COVER: Autauga County Courthouse  
Clock Tower, Prattville, Alabama

ALABAMA JUDICIAL SYSTEM  
RECORDS RETENTION SCHEDULE  
JUVENILE COURT RECORDS



Administrative Office of Courts  
817 South Court Street  
Montgomery, Alabama 36130-0101



# RECORDS RETENTION SCHEDULE

SCHEDULE NO. \_\_\_\_\_

DATE \_\_\_\_\_

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ITEM NO.	RECORD TITLE AND DESCRIPTION	RETENTION INSTRUCTIONS
J-1	ADULT CONTRIBUTING CASE FILES  (See Trial Court Schedule for District Criminal Case Files)	
J-2	CASSETTE TAPES OF COURT PROCEEDINGS	Maintain for Five (5) Years After Appeal Period. Erase and Reuse.
J-3	COURT REPORTER NOTES AND NOTEBOOKS	Retain for Five (5) Years After Appeal Period.
J-4	INVESTIGATION RECORD* - Book listing name, residence, age, sex, delinquency, marriage date, separation date, number of children, previous offense, occupation, and wages.	Immediate Disposal
	*Pre-1977 Implementation Period	



# RECORDS RETENTION SCHEDULE

SCHEDULE NO. \_\_\_\_\_

DATE \_\_\_\_\_

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ITEM NO.	RECORD TITLE AND DESCRIPTION	RETENTION INSTRUCTIONS
J-5	<p>JUVENILE CASE FILES - All papers filed in the "legal" file of official docketed court cases.</p> <p>A. Adoptions Removed From Probate Court</p> <p>B. Paternity Cases</p> <p>C. Termination of Paternal Rights</p> <p>D. Non-Support Cases (Includes non-originating URESA cases)</p> <p>E. Delinquent, Dependent and Children in Need of Supervision Cases</p>	<p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p>Retain 10 years after obligation for support has ceased. If judgments are renewed, retain an additional 10 years. Case Action Summaries are to be retained permanently.</p> <p>For court sites in the juvenile records sampling program, see the retention instruction in the sampling procedures at the end of this schedule. All other court sites - retain until five (5) years after the juvenile reaches the age of majority.</p> <p>Note: Cases of particular historical significance from all juvenile courts should be included in the juvenile records sampling program. Contact the Records Management Division of the AOC if you have any of these cases or if you need further clarification.</p>



State of Alabama Unified Judicial System  Form RM 9    Rev 5/87		<b>RECORDS RETENTION SCHEDULE</b>		SCHEDULE NO. _____ DATE _____ PAGE _____ OF _____ PAGES
ITEM NO.	RECORD TITLE AND DESCRIPTION	RETENTION INSTRUCTIONS		
J-6	JUVENILE DOCKET (ALSO JUVENILE COURT RECORD: AND DOCKET OF DELINQUENT, NEGLECTED AND DEPENDENT CHILDREN) * - Case number, date for preliminary hearing, attorneys, parties, complaint, former orders, orders present term, list of papers filed, charge, sheriff's return, sheriff's fees, order, name, petitions filed for dependent, summons, action, probation bond, cause, set for hearing, witness' name, arraignment, warrant for arrest, sentence, indictment, appearance bond, sex, cause of action, judgment, petition for non-support, and bail record.	For court sites in the juvenile records sampling program, see the retention instruction in the samplin procedures at the end of this schedule. All other court sites - retain until five (5) years after all juveniles have reached the age of majority.		
J-7	PERMANENT CUSTODY OF CHILDREN* - This book lists decree, order, summons, service of process, and court report. Alphabetic by defendant.	If papers in the book are duplicated, in case files dispose of the book. If there are no case files, then the book is to be retained permanent.		
J-8	RECEIVING RECORD (Receipt Book) - This book lists style of action, amount, charge, credits and balance.	Retain until one (1) year after audit report.		
J-9	REPORT BOOK FOR CHILDREN ADMITTED THEN RELEASED* - Date, name, sex, and race.	Immediate disposal.		
*Pre-1977 Implementation Period				



## JUVENILE COURT CASE FILES

### SAMPLING INSTRUCTIONS

A sampling program for juvenile court case files has been developed to document the progress and development of the juvenile justice system in the state of Alabama. Fourteen court sites have been chosen to participate in the sampling program. Sampling in eight of these court sites will include juvenile case files prior to the 1977 implementation of the judicial article. The sampling of juvenile case files created after the 1977 implementation will include all fourteen court sites.

The court sites chosen for the pre-1977 sampling include:

Chilton County  
Dallas County  
DeKalb County

Geneva County  
Jefferson County  
Madison County

Macon County  
Mobile County

The court sites chosen for the post 1977 sampling included those listed above plus the following:

Calhoun County  
Crenshaw County

Montgomery County  
Pike County

Tuscaloosa County  
Wilcox County

The Administrative Office of Courts will microfilm the sampled case files to assure the confidentiality of the files, and a security copy of the microfilm will be stored in a microfilm storage vault. A use copy will be filed in a secure manner at the AOC, with access available only through petitioning the original court as provided in the Code of Alabama and the Alabama Rules of Juvenile Procedure.

#### Pre-1977 Sample

Cases will only be eligible for the sample if the juvenile has reached the age of majority. The sample for each court site will include 10% of all juvenile case files that are available from the pre-1977 time period after the adoption cases, paternity cases and termination of parental rights cases are extracted for permanent retention. The 10% will be obtained by pulling every tenth case file for inclusion in the sample. After the sample is compiled, it will be microfilmed at the Administrative Office of Courts. The remaining files will be eligible for destruction. For assistance and additional information, contact the Records Management Division of the Administrative Office of Courts.



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SAMPLING INSTRUCTIONS  
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Post-1977 Sample

Cases will only be eligible for the sample if the juvenile has reached the age of majority. The sample for each court site will include 10% of all juvenile case files from 1977 to the present after the adoption of cases, paternity cases and termination of parental rights cases are extracted for permanent retention. The 10% will be obtained by pulling every tenth case file for inclusion in the sample. After the sample is completed, it will be microfilmed at the Administrative Office of Courts. The remaining files will be eligible for destruction. After this sample is taken, an additional sample will be taken every five years beginning in 1992. For assistance and additional information, contact the Records Management Division of the Administrative Office of Courts.



STATE RECORDS COMMISSION APPROVAL

Pursuant to the provisions of Section 41-13-21 of the Code of Alabama (1975), the State Records Commission approved the following records disposition instructions for J-1 through J-9 at its meeting of April 29, 1987.

Ed. C. B. Jones 4/29/87  
Director, Department of Archives and History Date

Ronald L. Jones by Gail Spivey 4/29/87  
Chief Examiner of Public Accounts/Designee Date

Don Siegelman by Carol Jean Smith 4/29/87  
Attorney General/Designee Date

William C. Conpton 4-29-87  
Secretary of State/Designee Date

Kerry R. Burr 4-29-87  
Commissioner of Revenue/Designee Date

Sarah W. Wiggins 4-29-87  
Historian, University of Alabama Date

Allen W. Jones 4-29-87  
Historian, Auburn University Date

AGENCY CERTIFICATION

The disposition instructions listed above apply to all prior and future accumulations of the specified agency records and should be enforced on a regular and timely basis.

\_\_\_\_\_  
Authorizing Agency Official Date

For changes, amendments, or questions concerning the disposition instructions contained on this schedule, contact:

Records Management Division  
Alabama Department of Archives and History  
624 Washington Avenue  
Montgomery, Alabama 36130  
(205) 261-4361